Students are expected to complete their program in accordance with this checklist. Support will be based on proof of progress.

1. **Formation of faculty guidance committee, which meets before the beginning of the second semester** for review and approval of student’s program of study form.

2. **Student will submit a research proposal no later than the end of the second semester** for review by the guidance committee (Form – “Notification of Approved Thesis Topic”)

3. As part of the required M.S. curriculum, student will complete 6 semester hours of Thesis I credit (BSCI 60199). Credit can be elected in amounts of 2 to 6 hours per semester and should be taken during the first summer or 3rd semester of enrollment in the program.

4. Following completion of Thesis I (BSCI 60199), students must **continue registration** of Thesis II (BSCI 60299) for 2 credit hours per semester (including in summer) **until they graduate**.

5. **Schedule Department seminar to present research** (if this is what you have decided, otherwise it will be presented as a part of your defense). Should be 30 minutes in length; 20-25 minutes of content with 5-10 minutes of questions.

6. **Furnish each member of the guidance committee with a copy of the thesis and allow two weeks prior to the scheduled final oral defense date (see graduate catalog).** At this time notify the BSCI Graduate Office of the scheduled defense date so that the announcement can go out.

7. **Final oral examination** (Form – “Report of Final Examination”)

8. **Thesis certified by student and adviser that it is in final form and meets required guidelines** (Form – Thesis Preparation Approval Form) Thesis approved by Graduate Coordinator and Chair.

9. **Candidate submits Thesis Preparation form and two signature pages to the College of Arts and Sciences and then uploads the Thesis to OhioLINK usually by end of the thirteenth week of the semester** (check with the graduate office for deadlines). (http://www.kent.edu/library/etd)